

INVENTORY CONTROL COORDINATOR

Position Summary

Under the general supervision of Materials Management Services Supervisor at King, this position is primarily responsible for the procurement of supplies and equipment commodities related to the engineering and maintenance functions of the Wisconsin Veterans Home (WVH). Duties also include meeting with vendor representatives, maintaining a computerized inventory of stock items, receiving shipments as required, identifying surplus items, and arranging for disposal of surplus items.

Time % Goals and Worker Activities

30% A. Performance of Warehouse and Distribution Functions using Computerized Inventory Control System and other Electronic Support

- A1. Perform disbursements of inventories.
- A2. Post all issues and receipts to inventory records.
- A3. Deliver items & packages across campus to other storage locations.
- A4. Conduct an annual physical & inventory of all supplies stocked.
- A5. Assign stock numbers, and enter descriptions and quantities of all stock commodities received.
- A6. Clean, organize, and maintain warehouse, loading dock and shipping and receiving area
- A7. Use hazardous materials such as liquid oxygen, laundry chemicals and cleaning fluids in routine operations.

25% B. Performance of Support Functions in the Bureau of Engineering/Physical Plant Services

- B1. Provide assistance to the Bureau of Engineering and Physical Plant with requisitions and specifications when necessary in cooperation with the relevant personnel.
- B2. Help initiate and award simplified bids at appropriate cost levels.
- B3. Replenish inventory stock based on available budget and known stock levels.
- B4. Maintain a computerized inventory of both stock and non-stock items which includes running and reviewing usage reports. Keep an up to date expenditure spreadsheet of Pcard and purchase order transactions.

20% C. Utilization of a Just-In-Time Inventory Management System

- C1. Establish and manage stock levels based on use rate and shelf life.
- C2. Replenish inventory stock based on available budget and known stock levels.
- C3. Maintain a computerized inventory of both stock and non-stock items.

C4. Enter data, review reports and take action to maintain the integrity of the maintenance stock.

C5. Fill supply requests from stock or special order.

20% D. Receipt, Inspection, and Distribution of Incoming Deliveries and Preparation of Outgoing Parcels for Shipment

D1. Ensure that incoming deliveries conform to purchase order or contract specifications.

D2. Arrange for the proper storage or distribution of deliveries.

D3. Prepare, file, and monitor damage claims.

D4. Contact carriers to arrange the inspection of goods received damaged.

D5. Prepare and package outgoing merchandise for safe shipment.

D6. Complete carrier bills of lading and/or shipping records.

5% E. Performance of Support Functions in the Bureau of Materials Management

E1. Provide back-up services in all areas of the bureau.

E2. Complete special projects.

E3. Monitor the activities of member help workers.

E4. Perform other miscellaneous duties as assigned.

E5. Assist resident counselor and Security to obtain safes for member rooms.

Requirement:

Must possess or be eligible to obtain a valid Wisconsin driver's license prior to appointment and have the ability to meet and maintain standards for driving a state vehicle according to fleet management policies.

Preferred:

Forklift operator certification is preferred or able to obtain a forklift operator certification within the first six months of appointment.

Knowledge, Skills and Abilities

1. Ability to perform a variety of routine physical activities on a frequent basis, such as: transporting, constantly positioning self to maintain materials including smaller spaces and sliding storage systems, reaching, pushing, pulling, etc.
2. Ability to serve a diverse customer base
3. Knowledge of practices and principles for working in a healthcare setting serving an elderly and disabled population
4. Skill in written and verbal communication
5. Ability to interpret and apply purchasing policies and procedures
6. Ability to operate manual and power material handling equipment
7. Skill in using computer applications, including word processing, spreadsheet, e-mail, database, and specialized software
8. Knowledge of computerized record keeping and report generation
9. Knowledge of occupational safety guidelines
10. Ability to follow safety policies and practices
11. Knowledge of the just-in-time inventory management system
12. Skill in managing large-scale inventories and other inventory management systems
13. Knowledge of universal warehouse/storeroom procedures
14. Knowledge of State of Wisconsin procurement rules and guidelines
15. Knowledge of the State of Wisconsin budget tracking system
16. Knowledge of the principles and practices of customer service
17. Ability to establish and maintain working relationships
18. Skill in organization
19. Knowledge of regulations and standards relating to patient rights and privacy, including the Health Insurance Portability and Accountability Act
20. Ability to meet performance expectations as outlined in the annual performance evaluation process and/or strategic initiatives